

## Karen Miller

Gardnerville, Nevada Ph-775-783-3865 E-Mail - [Karen.miller1227@yahoo.com](mailto:Karen.miller1227@yahoo.com)

### Skills

- 20 Years Procurement experience with various manufacturing commodities
- Communication skills
- Reasoning and problem solving
- Able to manage and prioritize work with little supervision
- Able to work well with external and internal customers as well as a team player with coworkers
- Microsoft Word, Excel, Outlook and Internet

### Education

Busines studies at WNCC and LA Valley College.

### Experience

**Walmart**, Gardnerville, Nevada Jan 2013 to present  
Sales Associate

- Responsible for maintaining and replenishing product in Consumables Department.
- Assist customers with product location as wells any product information.
- Back up cashier when needed.

**PolyPhaser /Transtector** Minden, Nevada June 2007-Feb 2012  
Senior Buyer

- Responsible for procurement of various MRP commodities including PCB boards, custom labels, fabricated and machined parts, electronic parts, raw material, outside labor, molded parts, fasteners, custom packaging as well as MRO for our Minden, Hayden Idaho and Mexico facilities.
- Managed and maintained supplier pricing agreements and blanket orders.
- Tracked maintained on time delivery, corrective action and supplier performance reports.

**Rite of Passage**, Minden, Nevada Jan 2005-June 2007  
Purchasing Agent

- Responsible for procurement of clothing, hygiene products, maintenance supplies, vehicles, capital equipment got several facilities.
- Negotiated and maintained contracts and pricing agreements.
- Managed and maintained inventory data base for all facilities including warehouse in Minden location.

**GE Energy Systems (formerly Bently Nevada)** , Minden, Nevada 1995-2004  
Site Buyer

- Maintained and managed procurement of various commodities through MRP system for electronic parts, machined and fabricated parts, raw material, custom molded parts, fasteners, chemicals as well as MRO necessities.
- Negotiated and maintained pricing agreements and contracts
- Resolved rejection and corrective action issues.